

UNITED WAY OF CENTRAL AND NORTHEASTERN CONNECTICUT'S

Centennial Gala



1924 YEARS 2024

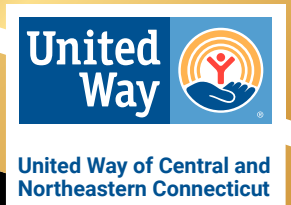
TABLE CAPTAIN TOOLKIT

SATURDAY, DECEMBER 14, 2024

5:30 - 10:00 P.M.

**CONNECTICUT CONVENTION CENTER
100 COLUMBUS BLVD., HARTFORD, CT**

ONWARD860 >>>



Dear Leadership Volunteers,

Thank you for being a longstanding partner, supporter and advocate for our organization.

2024 marks United Way of Central and Northeastern Connecticut's 100th year of service to our community and I could not be more thrilled to celebrate this milestone with all of you at our *Centennial Gala* on December 14, 2024!

Thank you for serving as a Table Captain for this event, which will honor our past while also focusing on the impact we can have on future generations. Our goal is to inspire attendees to join our collective vision of ending poverty by closing gaps in child literacy, wages, housing and life expectancy. As a Table Captain, you will be asked to fill a table of 10 with key and emerging leaders from our region.

I am grateful I can count on you to be a Table Captain for United Way's Centennial Gala. Please contact Melina Floyd, Manager, Corporate Engagement at mfloyd@unitedwayinc.org or 860.493.6845 to confirm your participation and next steps.

In partnership,



Eric Harrison
President and CEO

THANK YOU

FOR SERVING AS A TABLE CAPTAIN!



1924 YEARS 2024

WHAT

United Way of Central and Northeastern Connecticut's
Centennial Gala

WHEN

Saturday, December 14, 2024
5:30 - 10:00 p.m.

WHERE

Connecticut Convention Center
100 Columbus Boulevard, Hartford, CT

TICKETS AND TABLES

Tables of 10

Early bird: \$3,500
Full price: \$4,000
Community Partner Price: \$2,000

Table of 5

Community Partner Price: \$1,000

Tickets

Early bird: \$350
Full price: \$400
Community Partner: \$200

WHY

Proceeds from the Centennial Gala benefit United Way of Central and Northeastern Connecticut's initiatives that close gaps in child literacy, housing, wages and life expectancy to make the 860 region an equitable place where everyone succeeds. United Way does this by aligning partners across sectors to end poverty; leveraging information and experience to deepen impact; connecting people with resources and opportunities to make a difference; and, transforming the future with game-changing solutions.

KEY DATES

**Early bird registration
deadline:**

October 1, 2024

Registration deadline:

December 2, 2024

THANK YOU

**FOR SUPPORTING LOCAL
CHILDREN, ADULTS AND
FAMILIES**

STEP-BY-STEP GUIDE

1. BUILD A GUEST LIST

- Make a list of people you know: friends, family, co-workers, faith group members, workout partners, estheticians, etc.
- Set a high goal as many of the people you ask may not be able to attend

2. ASK THEM TO BE GUESTS AT YOUR TABLE

- The best invitation is personal! Extend an invitation in person, by phone or by email
- Sample script provided in this toolkit

3. CREATE EXCITEMENT

- This is an exciting event to network with area professionals and raise funds and awareness for our community
- Some employers will pay for their employees to attend events which promote brand visibility

4. REGISTERING YOUR GUESTS

- Guests can register via this link: one.bidpal.net/onward860
- All Table Captains and guests should pay in advance via credit card or check
- You may substitute guests any time before December 6, 2024. After that, ALL changes will be handled at the Help Desk at the event
- The registration deadline is December 2, 2024

5. PRE-EVENT REMINDERS

- Be proactive about communicating event details to your table guests
- United Way will send reminders to all registered guests with logistical details that everyone needs to know before the event
- Notices will be sent right up through the morning of the event

6. CENTENNIAL GALA DAY!

- Plan to arrive at the Connecticut Convention Center by 5:00 p.m. to park (it will be busy!)
- Guests may pre-pay for parking before the program so please bring your parking tickets with you
- Doors open at 5:30 p.m. Dinner, entertainment, auction items and networking opportunities will be provided

7. SOCIAL MEDIA

- Remember to use social media to promote the event and fill your table

8. POST-EVENT FOLLOW-UP

- Personally thank your guests (United Way will, too!)
- Event results will be announced via email from United Way a few days after the event
- Included will be a survey for all guests to share feedback. Encourage your guests to do so as well
- United Way will send acknowledgements to donors after contributions have been processed

TALKING POINTS:

- I have a table at United Way's *Centennial Gala* this year and I hope you will join me! Here are the specifics:
Date: Saturday, December 14, 2024
Time: 5:30 p.m. – 10:00 p.m.
Location: Connecticut Convention Center, 100 Columbus Boulevard, Hartford, CT
Please remember to bring your parking ticket with you to pre-pay for discounted parking in the Convention Center parking garage.
- This event is a fun opportunity to network with 1,000 area professionals while supporting a cause important to me—closing financial gaps and creating opportunities to make the 860 region an equitable place where everyone succeeds.
- This gala is special because it commemorates United Way of Central and Northeastern Connecticut's Centennial milestone -- a once-in-a-lifetime opportunity!
- A delicious meal will be provided followed by an inspirational program when you will learn more about how funds raised make a significant local impact.
- If you cannot attend the event, please consider making a gift of any size to United Way at one.bidpal.net/onward860.

IMPORTANT NOTES:

- Once you have registered and reserved your table through the OneCause portal, please send the unique link that you will receive to your guests. Any questions regarding registration should be directed to Karen Moran at kmoran@unitedwayinc.org. Guests should register before December 2, 2024.
- If you have committed to purchasing and filling a table, your guests' names can be added to your table. Otherwise, if you have a table reserved, they will need to purchase a ticket themselves and note that they will be sitting at your table.
- It is recommended that you provide your table guests with a reminder leading up to the event to confirm their attendance. For those guests who have provided email addresses, United Way will send an email the week of the event with critical event details and logistics, including parking.
- After the event, we encourage you to write a thank you note to your guests.

FAQ'S:

- **Do I have to fill an entire table?** While we would love for you to fill your table, it is okay to fill less than one full table (fewer than 10 guests). Please consider partnering with a friend to fill an entire table. You can also fill multiple tables!
- **What are other ways that guests can contribute?** There are many ways to deepen your involvement and we welcome you! Contributions of Auction items is another way to support the *Centennial Gala*. Additionally, we are always looking for more Table Captains and Sponsors. Reach out to **Melina Floyd at mfloyd@unitedwayinc.org** for more ways to get involved.
- **How does seating get assigned?** United Way staff handles seating arrangements. Table Captains will be seated with their guests at their respective tables. If more than one table is secured by a Table Captain, the tables will be near one another. Table placement will be chosen for each Table Captain using a random generator to ensure fairness among table placement. Please do not hesitate to reach out to **Melina Floyd at mfloyd@unitedwayinc.org** should questions arise.
- **Who should I invite to be my guest?** Start with your social and professional networks—consider anyone who has a passion for supporting our community. Also consider those who are new to the area, looking to broaden their network or have a large network themselves.

SAMPLE INVITATION EMAIL

Please feel free to customize the following text by copying and pasting it into a letter or email.

[Date]

Dear [X],

I am excited to tell you I have a table at United Way of Central and Northeastern Connecticut's *Centennial Gala* and was hoping you would join me!

This event is a fun opportunity to network with 1,000 area philanthropists while supporting a cause important to me – closing gaps in child literacy, housing, wages and life expectancy to make the 860 region an equitable place where everyone succeeds. Entertainment, an auction, a delicious meal and an inspirational program will be offered where you can learn more about how funds raised make a lasting impact in our community.

United Way's *Centennial Gala* takes place Saturday, December 14 from 5:30 - 10:00 p.m.. at the Connecticut Convention Center in Hartford.

Are you interested in attending, and would you like to be a guest at my table?

[Option 1] I have already purchased the table so I will make sure to RSVP for you to sit with me if you are available!

[Option 2] I reserved a table and am committed to selling nine tickets in addition to purchasing my own. Tickets are available at one.bidpal.net/onward860 and the early bird special price is \$350 through October 1, 2024! After that, the ticket price increases to \$400.

I hope you can join me at my table. Please reach out to me directly for more details.

Thank you for your consideration!

[Your name]

[Your contact information]

SAMPLE CONFIRMATION EMAIL

Please feel free to customize the following text by cutting and pasting it into a letter or email.

Greetings!

Thank you for confirming you will attend United Way of Central and Northeastern Connecticut's *Centennial Gala*. I am delighted you have committed to joining me for this amazing event!

Here is the information you will need:

Date:

Saturday, December 14, 2024

Time:

5:30 - 10:00 p.m.

Location:

Connecticut Convention Center, 100 Columbus Boulevard, Hartford, CT

Please remember to bring your parking ticket with you to pre-pay for discounted parking in the Convention Center garage.

I am excited for you to learn more about the amazing work United Way is doing to close gaps and create opportunities for everyone in our community. Thank you so much for supporting this important event!

Sincerely,

[Your name]

[Your contact information]

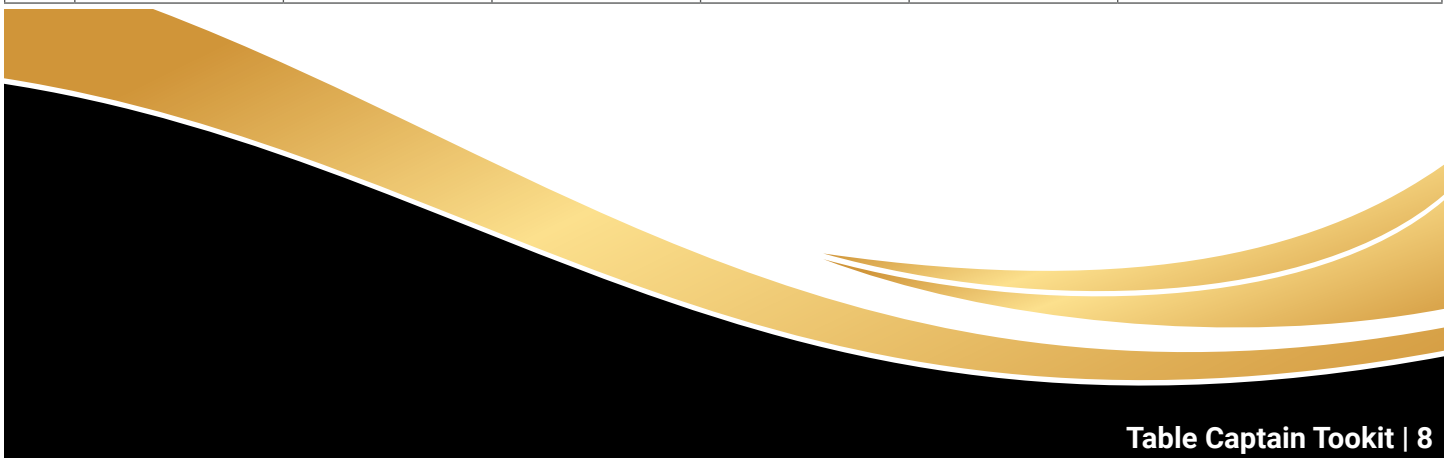
Table Captain Name: _____

Email: _____ **Phone:** _____

NOTE: Please indicate guests sitting together at tables set for ten.

Please email this form to **Melina Floyd at mfloyd@unitedwayinc.org** no later than December 2, 2024.

	First Name (As they would like it to appear on name badge)	Last Name (As they would like it to appear on name badge)	Workplace	Email	Phone Number	Dietary Restrictions
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						



ONLINE REGISTRATION GUIDE

1. Click **Purchase Tickets** on left side of page.
2. There are three options to register depending on how you are paying for your ticket:
 - a. **Option 1a:** I am paying for my ticket/table online today. Follow the instructions from Step 3 below.
 - b. **Option 1b:** I am paying for my ticket and establishing myself as a Table Captain. Follow the instructions from Step 3 below and select "Individual Tickets".
 - c. **Option 2:** I am a guest of a Table Captain who has paid for my ticket. When your Table Captain purchases their tickets, they will receive a link in their confirmation email that will allow you to register for the event at their table.
 - c. **Option 3:** I am paying for my ticket/table with a check. Send an email to: **mfloyd@unitedwayinc.org** for ALL CHECK TRANSACTIONS*.

3. I am paying for my ticket/table online today

4. Select your ticket type:

Early Bird Rate: through October 1, 2024

\$350 - Individual Ticket
\$1,750 – Half Table of Five
\$3,500 – Table of Ten

General Admssion: October 2 – December 2, 2024

\$400 – Individual Ticket
\$2,000 – Half Table of Five
\$4,000 – Table of Ten

Community Partner Rate:

\$200 – Individual Ticket
\$1,000 – Half Table of Five
\$2,000 – Table of Ten

5. Select the number of tickets you are purchasing.
6. Click Next.
7. Click Sign in to continue.
If yes – please sign in.
If No – please enter your information to create an account.

ONLINE REGISTRATION GUIDE

8. For Individual Tickets: To confirm your own ticket, under the section “Who is this ticket for?” click “Me (YOUR NAME HERE)”.

If you have a Table Captain, click the blue “Set Seating Preference” button. Choose your table from the list shown, or “Create a New Table” and fill in the table name of your choice if your Table Captain has not yet registered OR indicate yourself as the Table Captain. Click save. Enter your dietary restrictions, making sure to let us know if there are none, then click Next.

United Way of Central and Northeastern Connecticut - 2024 Power of the Purse Luncheon

2 Enter Ticket Details

Leave all tickets unassigned

EARLY BIRD FULL TABLE

Who is this ticket for?

Me (Lauren Pereira)

My guest

I don't know yet

Special Requests

SEATING PREFERENCE

SET SEATING PREFERENCE

NEXT

START OVER

United Way of Central and Northeastern Connecticut - 2024 Power of the Purse

EARLY BIRD FULL TABLE

Who is this ticket for?

Me (Lauren Pereira)

My guest

I don't know yet

GUEST INFO

* First Name

* Last Name

Email

An invitation to claim the ticket will be sent here.

Mobile #

Choose your preferred table

Please choose a table or create a new one. This selection will apply to all tickets being purchased. We'll do our best to honor your seating preference.

Create a new table
Captain - Lauren Pereira

Enter a table name...

Judy Casperson (Table Leader)
Captain - Casperson, Judy

Melissa O'Hara (Table Leader)
Captain - O'Hara, Melissa

Stephanie Polzella (Table Leader)
Captain - Polzella, Stephanie

Tammy Niedzwiecki (Table Leader)
Captain - Niedzwiecki, Tammy

Jocelyn DeMaio (Table Leader)
Captain - DeMaio, Jocelyn

Suzanne Cormier (Table Leader)
Captain - Cormier, Suzanne

S.E.W.N. (Table Sponsor)

ONLINE REGISTRATION GUIDE

9. For Individual Tables:

To confirm your own ticket, under the section “Who is this ticket for?” click “Me (YOUR NAME HERE).” Enter your dietary restrictions, making sure to let us know if there are none, then click Next. Enter the names of your guests, their email addresses, mobile phone numbers and dietary restrictions. If you do not have guest information at the time of registration, click “Leave remaining tickets unassigned” (under “Enter Ticket Details”). After registration, you will be emailed a link to forward to your guests to fill in their information, or you may submit your guest information to mfloyd@unitedwayinc.org by **December 2, 2024**.

10. Click Next.

11. Enter payment details. You can save this card on file to be used on the day of the event for auction purchases.

12. Click Next.

13. Make sure to confirm the purchase of your tickets/table.

14. You will receive an email confirmation once your registration is complete. If you do not receive an email confirmation, your registration is not complete.

15. Option 2: I am a guest of a Table Captain who has paid for my ticket.
When your Table Captain purchases their tickets, they will receive a link in their confirmation email that will allow you to register for the event at their table.

Checks can be made payable to United Way and mailed or dropped off at
30 Laurel Street, Hartford, CT 06106.
Please write *Centennial Gala* in the memo section.

United Way of Central and Northeastern Connecticut’s Centennial Gala takes place December 14, 2024 from 5:30 - 10:00 p.m. at the Connecticut Convention Center.

For questions or issues purchasing tickets or registering, please contact mfloyd@unitedwayinc.org or kmoran@unitedwayinc.org.